

# Qualifying an Afterschool Meals Program Site

(Determining Area Eligibility)

In order to qualify an afterschool care site for the Afterschool Meals Program (AMP), the site must be located within the geographical boundaries of a public school zone\* in which 50 percent or more of the children enrolled are eligible for free or reduced-price school meals. This is referred to as area eligibility.

**Below is the process you must follow to determine and document a site's area eligibility:**

1. Determine and document **public school zone information** (elementary, middle, or high school) for the afterschool care site(s) by using one of the following methods.
  - a. County school board website (if available):
    - 1) Explore the website to find school zone listings.
    - 2) Type in the address of the site.
    - 3) Print the page that lists the school zone for the site.
    - 4) Ensure that the printed web page includes the computer-generated printing date. If this cannot be obtained, you must use one of the following two methods for school zone verification.
  - b. School board contact:
    - 1) Obtain a school board official's attestation of the site's school zone in an email or written on school board letterhead, or
    - 2) Place a memorandum in the site's file, which details the school zone information provided by the school board official(s), the name(s) of the official(s) consulted, and the date the information was obtained. A memo to the file should always be dated and initialed by the person obtaining the information.
  - c. Current county school-zone map from the school board:
    - 1) Copy the section of the map that includes the site's address.
    - 2) Mark the location of the site.
    - 3) Highlight the school zone boundaries.
    - 4) Maintain a copy of the current county school zone map from the school board for audit purposes.
2. Once the school zone is determined for the site, check the current **DOH 50% School List**. (The DOH 50% School List is updated annually and is located on the CCFP website at: <http://www.FloridaHealth.gov/healthy-people-and-families/child-care-food-program/guidance/>. If the school that the site is zoned for is listed on the DOH 50% School List, then the site qualifies as area eligible for the AMP.

*\* Please note that some schools on the DOH 50% School List (e.g., private schools, magnet schools, exceptional schools, university lab schools, Florida School for the Deaf & Blind, Juvenile Justice schools, charter schools, virtual schools, vocational schools, hospitals and homebound programs, Head Starts, Pre-K centers, etc.) do not have traditional school zones. Such schools cannot be used to determine area eligibility, except when an afterschool care site is located at the school.*

3. Some counties have "**school choice school zones**," which means that parents living in an assigned geographical area (or zone) are allowed to choose a school for their child from a set of schools. When determining area eligibility for a site located in a school choice school zone:
  - a. If the site is located in a school that is on the DOH 50% School List, then the site qualifies for the AMP. If the school is not on the DOH 50% School List, then the site is not eligible.
  - b. If the site is **not** located in a school, then **all** of the schools in the set of elementary schools **or** set of middle schools **or** set of high schools must be on the DOH 50% School List for the site to qualify for the AMP.
  - c. Schools that can be attended by students from outside of the school choice school zone (e.g., a county-wide magnet school) should not be included in the set of schools used to qualify the site.
4. Contractors must retain the school zone documentation and a copy of the appropriate page of the DOH 50% School List for each site.